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Weekly Report for Week Ending 13 August 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

- a. Cancelled a purchase requisition initiated by Stock Management for 64 5-drawer legal cabinets at a savings of \$4,825.60. This was possible due to the expected return to supply of over 100 5-drawer legal cabinets from Security which is converting a large segment of their files to Shelf filing.
- b. The Office of Scientific Intelligence has authorized the Agency wide destruction of classified document receipts for Restricted Data after a retention of two years except that OSI, which is the point of receipt and dispatch outside the Agency, will maintain their receipts for five years.

2. Assignments

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✓ a. OCR Records Clean-Up Campaign [REDACTED]

Completed applying current replacement costs to OCR inventory of equipment. Replacing OCR's 12,551 pieces of equipment now would cost \$693,527 -- an increase of 14% since June 1957. In [REDACTED]

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Information concerning equipment and a report of campaign progress to date are included in a proposed OCR Notice to all employees to be sent as part of the continuing promotion.

✓ b. Subject-Numeric Files Installation in OP [REDACTED]

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Completion of files installation in Specialized Recruitment Branch, PPD, OP brings the total installed to 11 of 26 potential installations.

✓ c. OTR, Records Control Schedule [REDACTED]

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The entire schedule has been approved by the DTR. A letter of transmittal has been prepared and awaiting Mr. [REDACTED]'s signature.

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3. Vital Materials

- a. Microfilming of the OCR/IR Travel folders continues. This project is approximately 12% complete.

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- b. A meeting was held with Mrs. [REDACTED] ARO for the Office of Personnel, to arrange for the filming of Vital Materials in Personnel. This filming will start on Saturday, 16 August.
- c. The tests that were being made by Logistics/PRD prior to the filming of the OCR/GR Ground and Personalities files have been completed and accepted by Col. [REDACTED] Graphics Register. As a special type film must be used in microfilming this file, (not ordinary microfilm) the start of filming will be deferred until the special film is received. The usual delivery time on this film is forty-five days. However, [REDACTED] said that he will try to shorten this period.
- d. Revised Vital Materials Deposit schedules have been received from OSI and OO.
- e. Progress is being made in the establishing of retention periods for all finished intelligence deposited by OCR, Mr. [REDACTED] Chairman of the DD/I Vital Materials Committee, has circulated to all AD's in the DD/I area, for their review and concurrence, the proposed retention periods for all series considered vital. Once these retention periods have been accepted by the AD's, we will include same in the newly developed OCR Vital Materials Deposit Schedule. This will provide Mr. [REDACTED] with the authority of withdrawing obsoleted vital materials.

4. News

- a. Commented on two suggestions. One suggestion concerned a retrieving technique for use in analyst's card files and the other concerned a technique for logging the destruction of documents.
- b. OP has completed moving Official Personnel Files for CS employees from RSD in [REDACTED] to CSD in DDP Area where their primary users are located. Active files moved make up about one-fourth of volume formerly kept in Central Files. Applicant and Inactive CS files were retained in Curie.
- c. Mr. [REDACTED] is on vacation for the rest of the month.

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